MULTIPLE (CONCURRENT) APPOINTMENTS

1. Administrative / Management Staff

- 1. Notify your servicing Human Resources Operations Office that you have a concurrent appointment provide the following information:
 - a. Employee Name
 - b. Current Position Title, Pay Plan, Series, Grade
 - c. New Position Title, Pay Plan, Series, Grade
 - d. New Administrative Code and Organization Name
 - e. Proposed Effective Date

2. HR Operations

1. Notify the Human Resources and Payroll Solutions Branch (HRPSB) that you have a concurrent appointment include the information provided by the Administrative / Management office.

3. HR & Payroll Solutions (HRPS)

- Create Concurrent Hire request
 Go to: Administer Workforce > Administer Workforce (USF) > Use > Concurrent Hire
- 2. Enter the employee's Empl ID
- 3. Click on the 'Add' button
- 2. Complete Concurrent Appointment PAR as appropriate. <u>DO NOT FORGET THE FOLLOWING STEPS</u>:
 - a. Go to the 'Job' tab
 - b. Click on the 'Benefits/FEHB Data' hyperlink
 - c. In the "Benefit Record Number' field enter the next number in the sequence of appointment numbers

 The new appointment number will be the last appointment number plus 1
- 3. Click 'Save' button Save

END

